



**FINANCE & ADMINISTRATION CABINET  
DEPARTMENT FOR FACILITIES AND SUPPORT SERVICES  
DIVISION OF HISTORIC PROPERTIES  
APPLICATION TO USE COMMONWEALTH FACILITIES**

The Finance and Administration Cabinet permits persons, organizations or groups to use Commonwealth Facilities for various purposes and events when the use will not interfere with or disrupt government functions. Request will generally be scheduled on a "first come, first served" basis. The Governor will have priority over use of the Rotunda and other public areas of the Capitol. We reserve the right to relocate any activity at our discretion if the Governor needs any area. ***Events may be held Monday-Friday, 8 a.m. until 4:30 p.m. (regular business hours) excluding state holidays.***

**Please complete the paperwork attached and fax back the following: application, event outline, signed rules acceptance, and any other supporting documentation to the Division of Historic Properties, fax number: 502-564-6505, attention: Capitol Scheduling.** Please refer to the attached Historic Properties Advisory Commission guidelines for specifics on what is and is not permitted at the Capitol. Upon receipt of your application, the Division of Historic Properties will review it and you will be notified of your approval and the fees due.

**If you have any questions at all, please contact the Division of Historic Properties at 502-564-3000.**

Effective for events scheduled on or after April 20, 2006.

**Fees collected from events at the Capitol will benefit the maintenance and preservation of this nearly 100 year old landmark Capitol building.**

All fees due are to be paid to the Division of Historic Properties either via credit card, check, or interaccount ***no later than 48 hours prior to the scheduled event.*** Changes to the set-up less than 48 hours prior to the event scheduled cannot always be accommodated. Additional fees will be due for any added tables and chairs, or other items needed, and must be paid prior to the scheduled event occurring at the Capitol or on the Capitol grounds. Please notify the Division of Historic Properties as soon as possible to add additional items, or to make changes to your set-up.

***All equipment requested is subject to availability.*** If a contractor plans to provide any of the items you need for your event, please consult with the Division of Historic Properties at the time of request to coordinate the types of items you wish to contract and appropriateness for the Capitol and Capitol grounds.

For all events, additional charges may apply for added security, maintenance, trash collection, etc.

**Capitol Rotunda**

The Capitol Rotunda can be scheduled for the following types of events during regular business hours: **press conferences, rallies, public speaking engagements.**

**Musical performances** are scheduled **only** during the hours of **11:30 a.m. until 1:00 p.m.**, Monday through Friday, excluding state holidays, per the HPAC guidelines. If no set-up is required, then no charge will apply for these limited special public performances. Subject to availability of the space.

**Fee for Set-up: \$25 for one hour (maximum event time 1 hour.)**

Set up includes podium with microphone and speakers, backdrop, flags

**For events larger than the Rotunda will accommodate (100 seated, 150 standing room only,) please reserve the 2<sup>nd</sup> floor Mezzanine for overflow of the Rotunda space.** *At no time shall the public hallways or staircases be impeded during your event.*

- ❖ Chairs may be added at the cost of **\$0.50 each**, up to 100 chairs total.
- ❖ Additional items such as 8 foot tables may be added at the cost of **\$5 per table** needed.
- ❖ Tables are to be used for materials, temporary exhibit placement during the event scheduled, or for presentation of awards.
- ❖ At no time may the tables be placed in the public hallways of the Capitol building.

**Per the HPAC guidelines, food and drink is not permitted to be served or consumed in the Capitol Rotunda or in the public hallways of the 1<sup>st</sup> floor of the Capitol.** Please reserve the 2<sup>nd</sup> Floor Mezzanine for any type of event involving light refreshments.

### **Capitol 2<sup>nd</sup> Floor Mezzanine**

The second floor public areas overlooking the Capitol Rotunda may be scheduled for the following types of events during regular business hours (Monday through Friday, excluding state holidays, 8:00 a.m. until 4:30 p.m.): exhibit space and receptions with light refreshments. *At no time shall the public hallways or staircases be impeded during your event.*

#### **Exhibit Space: \$20 per hour (limited to 2 hours total.)**

Set up includes the following: up to 4 eight foot tables for exhibit space.  
Additional 8 foot tables may be added at the cost of **\$5 per table** needed.

#### **Reception: Events which include light refreshments being served on 2<sup>nd</sup> Floor Mezzanine**

##### **\$50 per hour (limited to 2 hours total.)**

Set up includes up to 4 eight foot tables for light refreshments, and trash cans.

**The Capitol Front Steps** can be scheduled for the following types of events during regular business hours (Monday through Friday, excluding state holidays, 8:00 a.m. until 4:30 p.m.): **press conferences, rallies, public speaking engagements.** Musical performances are scheduled only during the hours of 11:30 a.m. until 1:00 p.m., Monday through Friday, excluding state holidays,

#### **Use of Capitol equipment outside:**

Set up includes podium with microphone.

##### **Fee for Set-up: \$15 for each hour needed.**

- ❖ Additional items such as 8 foot tables may be added at the cost of **\$5 per table** needed.
- ❖ Chairs may be added at the cost of **\$0.50 each**, up to 100 chairs total.
- ❖ *At no time shall the entrance/exit to the Capitol building be impeded.*

### **Other Requests/Information**

- ❖ For additional audio/visual equipment (i.e. mult box for media hook up) please contact Bruce Armstrong with the Division of Creative Services at 502-564-4508. Fees apply for the use of equipment and staff required.
- ❖ For additional security requests, please contact Facilities Security at 502-564-9877. Charges may apply for extra security staffing.
- ❖ The City of Frankfort Police Department should be contacted at 502-875-8523 regarding any pertinent parade permits or events requiring city streets to be closed.
- ❖ For special parking requests on the Capitol Complex please make application below, and note details on the event outline worksheet.
- ❖ The Department of Parks at 502-564-3142 can provide catering services for events on the Capitol Complex.
- ❖ Large trash collection needs must be contracted by the event coordinators.
- ❖ For all other requests, please contact the Division of Historic Properties at 502-564-3000, extension 228 or 226.

**FINANCE & ADMINISTRATION CABINET  
DEPARTMENT FOR FACILITIES AND SUPPORT SERVICES  
DIVISION OF HISTORIC PROPERTIES  
APPLICATION TO USE COMMONWEALTH FACILITIES**

*Permits are issued at the discretion of the Secretary of the Finance & Administration Cabinet for activities that will not interfere with or disrupt governmental functions.*

**PART A – To be completed by APPLICANT**

1. Name of Person, Firm, Organization or Group _____	2. Describe purpose of group/organization, etc. _____
2. Date and Hours Requested From _____ (date) _____ a.m./p.m. to _____ a.m./p.m. Additional Date(s) and Hours: From _____ (date) _____ a.m./p.m. to _____ a.m./p.m.	
4. Area being requested for use. Include building name and/or street address. (Additional forms required for use of historic buildings.) _____	
5. Frame work of group: For Profit ____ Non-Profit ____ National in Scope ____ Statewide ____ Local ____	6. Number of people/buses expected to be onsite. # of people _____ # of buses _____
7. Describe, in detail, activities to be conducted on Commonwealth property: _____	
8. Name of person in charge: _____ Telephone _____ Alt. Phone/Fax _____	Mailing Address: _____ _____ E-Mail: _____
9. List names and phone numbers of persons who can supply supportive information about your group/organization: _____	
10. List Services Required: Electricity _____ Other _____ Restrooms _____ explain _____ Trash Receptacle(s) # _____ Podium, Backdrop, Flags _____ (included in Use Fee)	<i>Additional Fees are charged for use of these items. If permit approved, total charges will be noted in Part D below.</i> Table(s) # _____ x \$5 per table Chair(s) # _____ x 50 cents per chair Use Fee _____ (use fee dependent upon space(s) requested)
11. Do you plan to bring animals on Commonwealth property? YES ____ NO ____ (if yes, explain) _____	12. Will any person(s) attending bring or carry a firearm or weapon? YES ____ NO ____ (if yes, explain) _____
13. Car or Vehicle Exhibit: ____ YES ____ NO	14. Do you plan to serve food or drink? YES ____ NO ____ <i>If YES, you hereby acknowledge that you will apply for a food permit with the Franklin Co. Health Department.</i>

I request use of the described Commonwealth facilities based on the information set forth above. I certify that I am an authorized representative of the person(s), firm, group, or organization applying for permission to use the facilities and am authorized to enter into agreements, and understand that any misstatement of information provided herein shall be grounds to refuse or revoke the application.

**INDEMNIFICATION:** The applicant agrees to indemnify, defend, and save harmless the Finance & Administration Cabinet and the Commonwealth of Kentucky, its employees and agents against all claims, demands, suits, actions, proceedings, loss, costs and damages of every kind and description, including attorneys' fees or other litigation expenses which may be asserted or made against or incurred by the Finance & Administration Cabinet and the Commonwealth of Kentucky, its employees and agents on account of loss or damage to any property for injuries to or death of any person caused by, arising out of, or contributed to, in whole or in part, by reasons of any alleged act, omission, mistake, negligence or other fault of applicant, its employees, agents, representatives, members, or contractors, their employees, agents or representatives or guests of applicant in connection with or incident to the performances of this agreement, or arising out of applicant's use of the facilities. Applicant's obligation under this provision shall not extend to any liability resulting from the negligence of the Commonwealth, any of its agencies, officers, employees, or agents.

**ORGANIZATION:** \_\_\_\_\_

**SIGNATURE OF AUTHORIZED REPRESENTATIVE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_ **DATE SIGNED** \_\_\_\_\_

**PART B – To be completed by FACILITIES SECURITY/KENTUCKY STATE POLICE – when applicable.**

Will extra security be required? ____ YES ____ NO	Additional Expenses ____ YES ____ NO
How many? _____	
By: _____ Facilities Security _____ Title _____ Date _____	

**PART C – To be completed by the DEPARTMENT FOR FACILITIES AND SUPPORT SERVICES REPRESENTATIVE**

Comments or Limitations: _____		
Recommended Approval: ____ YES ____ NO _____		
Signature	Title	Date

**PART D – To be completed by APPLICANT upon receiving approval notice to use Commonwealth Facilities**

Applicant acknowledges that the total fee for requested items \$ \_\_\_\_\_ will be paid in full prior to receipt of executed application. This fee does not relieve the applicant of any claim or real or personal property damages, deposit for damages and/or etc.

By: \_\_\_\_\_  
 Applicant/Representative \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**OUTLINE FOR EVENT AT THE CAPITOL**

The Division of Historic Properties needs the following information for the event you are planning at the Capitol. If you are unable to complete some areas (such as names of contractors, etc.) you may provide this at a later date. However, we need as much information as possible at the time of application for your event.

Please complete the following:

Type of Event \_\_\_\_\_  
(i.e. press conference, proclamation signing, musical event, awards ceremony, rally, etc.)

Outline/Timeline of Event (You can send this as a separate attachment.)

Food Service \_\_\_\_\_ Yes \_\_\_\_\_ No      Caterer \_\_\_\_\_ (name) and contact  
information (Phone) \_\_\_\_\_ Email \_\_\_\_\_

Type of food to be served \_\_\_\_\_

Sound/Audio Equipment \_\_\_\_\_

Is this equipment to be provided by a contractor? If yes, please include type name(s) of company(s) and contact  
information. \_\_\_\_\_ Phone \_\_\_\_\_

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Other equipment – Will platforms or other staging be constructed or set-up on-site? Please include any other  
contractors/vendors and contact information.

Will you need accessible entrance and parking? \_\_\_\_\_ and for how many? \_\_\_\_\_

If a vehicle or car exhibit, please indicate the desired location for the vehicles to be parked: \_\_\_\_\_

Do you require that any areas around the Capitol drive be blocked during your event? If yes, please indicate  
where \_\_\_\_\_

Will any public officials be in attendance? If yes, please list: \_\_\_\_\_

For any equipment provided by the Commonwealth (i.e. podium, backdrop, tables, chairs) please indicate the  
location of this equipment below (i.e. 4 tables along the walls of the Rotunda for materials, 100 chairs arranged  
for audience seating.)

## **RULES FOR USE OF PUBLIC AREAS THE CAPITOL AND GROUNDS**

The Finance and Administration Cabinet permits persons, organizations or groups to use Commonwealth Facilities for various purposes and events when the use will not interfere with or disrupt government functions. The following rules have been developed to ensure the care and protection of the historic Capitol building and grounds and to insure a safe and orderly environment for your organization. The use of these areas must comply with the rules. All activities scheduled for the public areas must be approved through the Division of Historic Properties. An "Application to Use Commonwealth Facilities" form must be completed and signed and the rules read and signed. At no time will enforcement of these rules be influenced or affected by age, race, national origin, disability, and religion or partisan politics.

Request will generally be scheduled on a "first come, first served" basis. The Governor will have priority over use of the Rotunda and other public areas of the Capitol. We reserve the right to relocate any activity at our discretion if the Governor needs any area.

1. Activities scheduled for the Rotunda must be limited to no more than 150 (standing) or 100 (seated) people. Activities scheduled for the Capitol and Capitol Grounds are not to begin before 8:00 A.M. and must conclude prior to 4:30 P.M. Other times may be considered with special permit and availability. At no time shall any entrance or exit of the building be blocked in such a way to impede free access to or from the building by its occupants or the public. Activities scheduled for the Capitol exterior may not be moved inside without prior approval of the Division of Historic Properties.
2. Exterior activities must be confined to the Capitol Steps or pre-approved areas upon the grounds. Traffic may not be blocked on Capitol Avenue or the circle drive around the Capitol without the prior approval of the Division of Historic Properties and Facilities Security.
3. In order not to unduly disturb the working environment in the Capitol Building, all activities scheduled for the Rotunda during normal business hours must be limited to one hour.
4. Any activity involving music or entertainment during regular business hours must be held between the hours of 11:30 A.M. and 1:00 P.M.
5. Smoking is not allowed on the first floor and the public areas of the second floor. There are designated smoking areas in the basements (East and West End.)
6. Meals may not be served inside the Capitol Building public areas. No food or drink is allowed inside the Rotunda. Light refreshments, hors d'oeuvres, non-alcoholic beverages may be served in conjunction with receptions, etc. Approved serving areas will be identified upon confirmation of the application. The applicant must assume responsibility for the preparation, service and consumption of all food and beverages provided and any temporary permits that may be required for the event. Applicants are required to clean up spills immediately -marble surfaces are particularly vulnerable to damage by food or beverages made from berries, as well as acidic punches, and colas. Do not place glasses, cups, or other containers on steps, railings, bases of columns, balustrades, or furniture. In case of spills all clean up materials must be obtained at the Building Superintendents Office located at Room 2 in the Capitol basement.
7. All caterers must check in with the Building Superintendent in Room #2 in the basement of the Capitol prior to setting up for a function. Any set up of tables, chairs or trash receptacles must be requested on the Application form and arranged in advance by applicant.
8. As works of art, we treat the Rotunda sculptures in the same manner a museum would care for their objects, therefore, nothing is to be attached to, leaned against or draped over the sculptures or pedestal bases. No one is permitted to climb on the sculptures or bases. Do not touch or otherwise tamper with any statue or bust. Do not touch or tamper with any paintings or other exhibits. Keep hot light fixtures (including TV lights) as far away from paintings as possible.
9. Use of open flames in the Capitol or on the Capitol Grounds is strictly restricted. Candles should be avoided. If candles are used they must be contained in order to contain flame and dripping wax. If any wax is spilled the Building Superintendent must be notified immediately. Any device that generates smoke is strictly prohibited in the Capitol and is restricted on the Capitol Grounds.

10. Posting or affixing signs, announcements, or other documents to any surface of the Capitol or Capitol Grounds is strictly prohibited. Banners, flags, or other decorations should be mounted to free standing frames. Special permission must be granted in advance by the Division of Historic Properties in order to secure any item to any surface of the Capitol or Capitol Grounds that cannot be mounted to free standing frames. Please check with Historic Properties staff for approved methods of hanging items. Use of any kind of uncoated metal wire, nylon cord, or other abrasive material is prohibited. Use of nails, screws, staples, brads, rivets or other connectors to attach any item to any Capitol surface or Capitol Grounds surface is strictly prohibited. Never hammer on any surface of the Capitol or Capitol Grounds. Do not climb on or lean ladders against columns, balustrades, or other building features. Check with Building Superintendent if assistance is required.
11. Due to the constricted space and crowded conditions which often prevail inside the Capitol, hand carried signs and signs on sticks represent a serious safety hazard to visitors, occupants and the building's historic artifacts and finishes. Large hand carried signs and signs affixed to sticks are NOT allowed in the Capitol interior spaces.
12. Flags may be displayed in bases that are sufficiently weighted to insure the stability of the flag and staff. Flags should be displayed at a safe distance from statues, art, or exhibits to insure that they cannot cause damage should they fall over. Flags being carried must be handled safely to avoid injury to people, building features, and works of art.
13. No activity involving masks or other methods of disguising participants will be permitted in the Capitol or on the Capitol Grounds.
14. Do not bring human or animal waste, blood, tissues, or organs into the Capitol Building. Animals-alive or dead- may not be brought into the Capitol Building except for animals assisting with disabilities or special permission is granted in advance by the Division of Historic Properties. Large animals are allowed on the Capitol Grounds with prior written permission from the Division of Historic Properties. Animal owners are responsible for removing all animal waste.
15. Driving or placement of any vehicle or heavy equipment on the lawns, sidewalks, terraces of the Capitol and Grounds are strictly prohibited. Emergency vehicles during the discharge of their duties will be given access to all areas of the Capitol and Grounds. Prior written permission must be obtained from the Division of Historic Properties in order to drive or place any vehicle on the Capitol, Terraces, or Grounds.
16. Due to the presence of underground utilities, irrigation and other lines, nothing shall be driven into the ground or placed on the grounds anywhere without the location and method of placement approved in advance and in writing, by the Division of Historic Properties.
17. Camping on the Capitol Grounds is prohibited.
18. Balloons are not allowed in the Rotunda. Balloons, birds and other objects are strictly restricted from release at the Capitol or Capitol Grounds.
19. Weddings are not allowed in the Capitol Building.
20. Any group or organization requesting and approved for use of the Capitol will be required to reimburse the state for the cost of all staff services such as additional security, set up of tables, chairs, podiums, or additional janitorial or maintenance services. Any services requested on the application will be evaluated to determine the applicable charge and you will be notified of this charge at the time of confirmation of the activity.
21. Each group/organization requesting permission to use the Capitol or Capitol Grounds shall be responsible for making sure litter, signs and any other materials brought by their group are removed from the premises immediately following the activity. A clean up/damage deposit may be required and must be paid prior to the confirmation and approval of the application. An event insurance policy may be required for any event held at the Capitol or on the Capitol Grounds. Upon completion of the event, the area will be surveyed by the Building Superintendent and staff from the Division of Historic Properties and if no additional clean-up is required, any deposit will be returned to the event organizer.

**Notify the Capitol Security Desk located in the East End Vestibule in case of fire, injury, or damage to the building. For assistance in the proper use of the Capitol or Capitol Grounds please direct inquiries to the Division of Historic Properties at 502-564-3000 x226.**

Failure to comply with these rules may result in permission to use the facilities being revoked and future request being denied.

I have read, understand and agree to abide by the above stated rules, and will be responsible to make the participants involved in this sponsored activity aware of said rules.

Signed:\_\_\_\_\_ Date:\_\_\_\_\_

Title:\_\_\_\_\_

Organization:\_\_\_\_\_ Telephone:\_\_\_\_\_

Alternate Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Address:\_\_\_\_\_

City:\_\_\_\_\_ State:\_\_\_\_\_ Zip Code \_\_\_\_\_